

HOW TO PURCHASE A 2020 DART ANNUAL PASS

Step 1: Request a Pass -- For a 01/01/2020 (initial registration) pass, the Payroll Deduction Form must have been **received** by HR downtown by 10/18/19 - no exceptions. See HR Reps list on HR Website under DART Program OR bring your payroll deduction form directly to HR downtown (Renaissance Tower).

For participation on 02/01/2020 or later (Feb., Mar., Apr., etc.), your Payroll Deduction Form must be received at least one month in advance and by the 1st of the month for the following month's participation, (Ex: If you plan to ride DART beginning 02/01/2020, your form must be submitted to HR downtown no later than 01/01/2020). See Purchase Deadlines on HR Website under DART Program.

Step 2: Select Pass Type - Select the type of pass you wish to purchase (i.e. Local or Regional). **Go Pass** is optional. **Go Tap Card** - All Go Tap Card Riders must tap kiosk on Dart rail platform before entering Dart train. The pass you select is the pass you will get and be required to pay for via payroll deduction.

Step 3: Complete the Form - Complete the DART Annual Pass Enrollment Payroll Deduction Form Calendar Year 2020 and submit to your HR Rep OR HR downtown (Renaissance Tower) by 10/18/19 for 1/1/2020 participation OR by the 1st of the month for participation in the program for the next month.

Step 4: Pick Up Your Pass - Your HR Rep or HR downtown will contact you to pick up your pass once received from DART. If you select the "Go Pass" you will be required to set up your cell phone app.

LOST/STOLEN PASSES - It is extremely important that you make every effort to secure your 2020 Annual DART pass. **You will still be required to pay for the pass, even if you lose it.** However, you may purchase another replacement annual pass at a prorated cost. Come to Human Resources (HR) downtown - Renaissance Tower-1201 Elm St., 23rd Fl., Ste. 2300B. HR will give you an authorization form for you to take to DART and tell you what the prorated cost is. Take the authorization form and your prorated fee to the DART Store, 1401 Pacific (Akard Station) to purchase a new pass. Hours of operation are M-F, 7:30 a.m. to 5:30 p.m. **Avoid the hassle of a lost/stolen pass ... chose a "Go Pass" in lieu of a card.**